

JR. RECREATION LEADER

DEFINITION:

Under close supervision of the Recreation Supervisor or Recreation Leader, assists with the daily operations of the summer recreation program.

CLASS CHARACTERISTICS:

This is a seasonal, temporary position in the Recreation Division. The incumbent will act as a liaison between the City Recreation Division and the part-time instructors/consultants in carrying out day and week-end programs and special events. The incumbent is also responsible for issuing and collecting equipment, opening and closing buildings, and setting up facilities for programing, including audio visual equipment and performing clerical duties such as copying, faxing, filing and other duties as assigned.

This classification is distinguished from the higher classification of Recreation Leader in that it is a trainee position and requires direct supervision.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Meet with the Recreation Program Instructors/Consultants at various facilities in the community; point out the class location and boundaries; survey grounds, rooms and restrooms for safety, graffiti and cleanliness; ensure that restrooms are unlocked, clean and have supplies; ensure needed items are available; answer questions regarding facilities.
2. Open, close and set-up classrooms or playgrounds and report findings to the Recreation Supervisor.
3. Issue and collect equipment.
4. Circulate recreation program fliers, posters, press releases and other public information.
5. Act as a liaison to the instructors/consultants communicating information to and from the Recreation Supervisor.
6. Maintain good public relations.
7. Issue and collect activity and attendance reports.

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8. Assist instructors in providing recreation programs when necessary.
9. Distribute and collect completed class evaluations.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related duties as assigned.

QUALIFICATIONS:**Knowledge of:**

1. Youth sports and games.
2. Arts and crafts.
3. Children's activities.
4. Basic office practices and procedures.

Skill in:

1. Communicating tactfully and effectively with the public.
2. Prioritizing work and coordinating several activities.
3. Using initiative and sound independent judgement within established guidelines.
4. Operating standard office equipment including a word processor and centralized telephone equipment.
5. Organizing and maintaining office files.

Ability to:

1. Ability to lift up to 50 pounds.
2. Work outdoors in a variety of weather and atmospheric conditions.
3. Work irregular hours, shifts, or weekends as required.
4. Follow established safety regulations.

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5. Perform in active physical events.
6. Follow oral and written instructions.
7. Take instructions from immediate supervisor and follow through with instructions.
8. Work harmoniously with staff, program participants and the general public.
9. Engage youth in activities and motivate participants.
10. Enforce City and Department rules and regulations.
11. Maintain excellent public relations with participants, parents and community members.

JOB REQUIREMENTS:

1. Currently enrolled in High School as a Junior and is at least 14 years or older.
2. Have actively participated in sports programs, leadership, music, arts and/or music classes, or similar activities.
3. Have some experience supervising children, communicating with parents, and the general public.
4. Have some experience in leadership activities and/or experience as a Recreation Leader.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Keys to City locks
2. Forms, pencils, and pens
3. Computer monitor, keyboard and printer
4. Copy machines
5. Fax machines
6. Calculator
7. Telephone
8. Recreation equipment

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PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting, standing, or walking for expended periods of time
5. Use of fingers/manual dexterity
6. Driving

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: office conditions, 50% of time
2. Outdoors: varying conditions, 50% of time
3. Noise level: conducive to office and field setting
4. Lighting: conducive of office and field setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels
8. Travel